



presents

Food Works
CATERING

Thompson Hospitality specializes in creative and unique Catering presentations. We understand your need for consistent, prompt service. Whether you are planning an Executive Meeting or Staff Luncheon, our friendly and courteous staff assures the success of your function. Should your plans include items or selections not listed, we would be happy to customize menus for you. Thank you for the opportunity to serve you and your guest. If you have any questions, please feel free to contact us.

Notice

To provide you with the best-catered services, we request three days advance notice for standard catering events. We have several menu items for service requests placed within a 1 week notice. Please ask about our menu choices.

Cancellations

We know that at times you may need to cancel an event with short notice. Due to our advance preparations, cancellations should be made at least 3 business days prior to an event to avoid same day cancellations fees. Customer will incur full costing (including external Charges) of an order if it is not cancelled by 3:00 pm the previous day. Orders received after 3:00 pm for the next day delivery will receive late charge of \$50.00 and

Taxes: Virginia sales tax will be charged unless a tax-exempt certificate is received prior to start of your event.

Types of Service

Plated and Served: This type of event has your guests seated and served for the entire meal. The service includes house linen, china and glassware, set-up, table service, event breakdown, and clean up. This level of service necessitates a minimum of one waiter/waitress per twenty (20) guests.

Buffet Service: Buffet Service includes house linen for buffet and guest tables, high-quality disposable ware, centerpiece, set-up, breakdown, and clean up. For china service, an additional charge per person will be assessed. At your discretion and depending on your budget, buffet service can be "all-you-can-eat" or the entrée can be served by one of our professional wait staff. This level of service necessitates a minimum of one waiter/waitress per forty (40) guests.

Service Personnel:

Our professional staff is available upon request. We recommend service staff for all Hot meals and reception of 30 people and more.

Payment

All catering requests require 50% of entire event price at the time the reservation is made. The remainder will be due on the day of the event.